



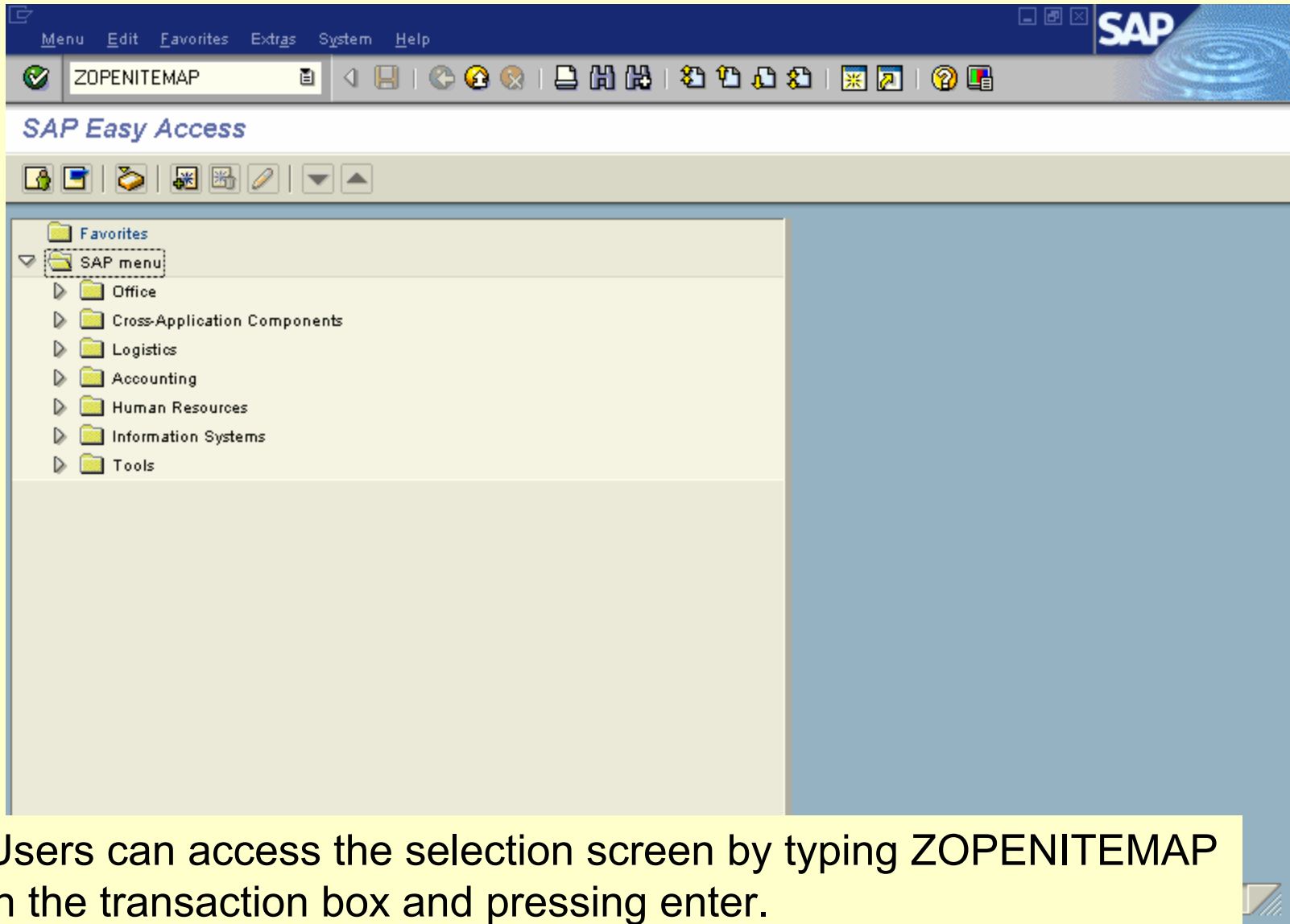
# AN AASIS TUTORIAL

## ZOPENITEMAP

**BEST IF PRINTED IN  
SLIDE VIEW**

# New fields are now available for selection to locate open items for payment

- A new transaction is available—ZOPENITEMAP—to view open items for payment.
- Users accustomed to using ZOPENITEM will notice two new selection fields—User name and Fund.
- Users should be aware that selecting user name and/or fund during the selection process will slow down run time for the report.
- To avoid slow run time, users can run the report as usual and filter the report for user name and fund.



Program selections

Accounting document number		to		→
Document type		to		→
Document date in document		to		→
Posting date in the document		to		→
Accounting document entry da		to		→
Fiscal year	2004	to		→
Business area	0610	to		→
Account number of vendor or		to		→
Baseline date for due date o		to		→
Payment method		to		→
Payment Block Key		to		→
Terms of payment key		to		→
Assignment number		to		→
Fund		to		→
User Name		to		→
G/L Account Number		to		→

Further processing options

☐ No further processing

☐ Display as table

☒ Interactive list

Execute

Users can choose from many possible selections to narrow down the report. When the desired selections have been made, click **Execute**.

Open item list for payment run

Open item list for payment run

Year	Vendor	PM	Doc.no.	Itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date
2004	100070760	W	51364504	001	00513645042004	01/26/2004	01/26/2004	01/26/2004	RE	0610	29,280.00	01/26/2004
2004	100006464	W	1000208586	001	10002085862004	01/26/2004	01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004
2004	100000180	W	1000208587	001	10002085872004	01/26/2004	01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004
2004	B12	B	84070303	001	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	41.52	11/26/2003
2004	B2	B	84070303	002	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	902.98	11/26/2003
2004	B25	B	84070303	003	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	29,572.12	11/26/2003
2004	B282	B	84070303	004	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	1,119.29	11/26/2003
2004	B484	B	84070303	005	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	11,006.55	11/26/2003
2004	B485	B	84070303	006	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	3,864.46	11/26/2003
2004	B62	B	84070303	007	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	146.00	11/26/2003
2004	B722	B	84070303	008	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	9,899.05	11/26/2003
2004	B776	B	84070303	009	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	90,972.62	11/26/2003
2004	B777	B	84070303	010	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	16,906.80	11/26/2003
2004	B10	Q	84070303	011	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	273.60	11/26/2003
2004	B128	Q	84070303	012	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	225.14	11/26/2003
2004	B133	Q	84070303	013	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	25.30	11/26/2003
2004	B139	Q	84070303	014	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	37.76	11/26/2003

The report lists open items for payment. Scroll right to view the user and fund fields.

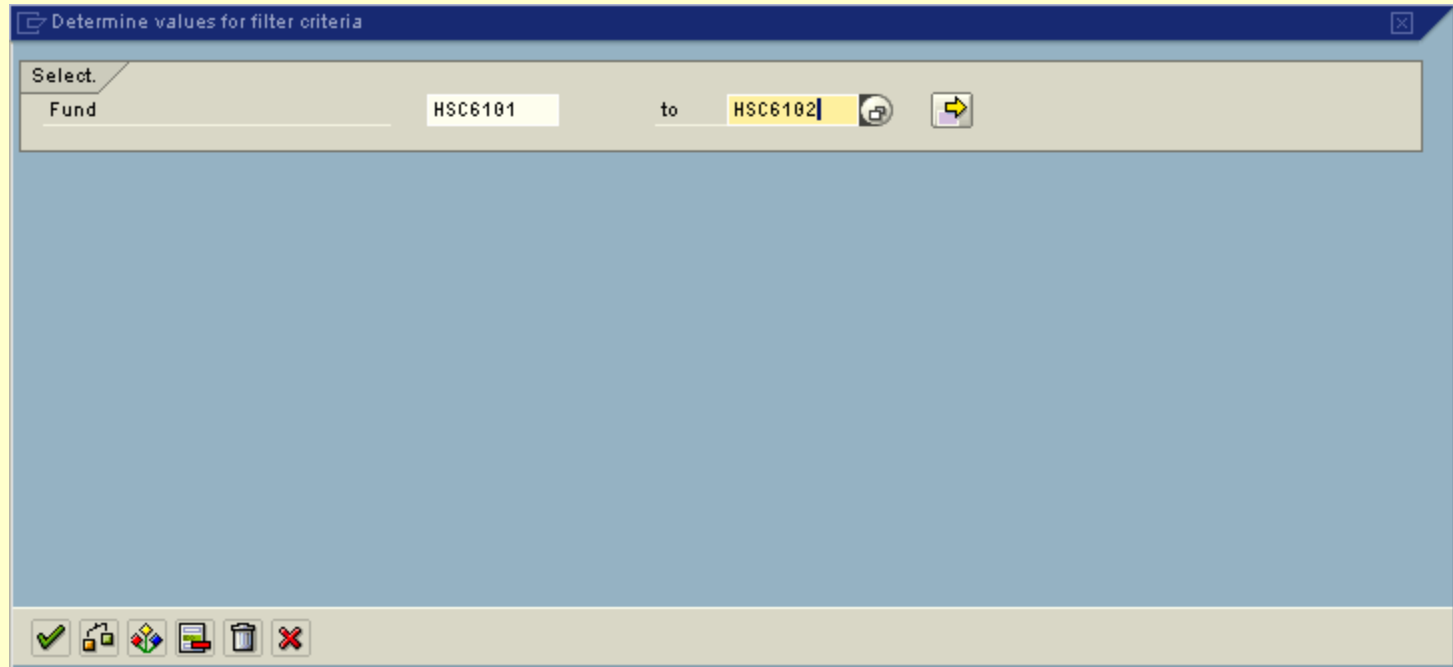
Open item list for payment run

Open item list for payment run

Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
01/26/2004	01/26/2004	RE	0610	29,280.00	01/26/2004	NT15				HSC6102	JAREID	2110001000
01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	NT00				HSC6101	DZHARRIS	2110001000
01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	0001				HSC6101	DZHARRIS	2110001000
12/05/2003	12/05/2003	YR	0610	41.52	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	902.98	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	29,572.12	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	90,972.62	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	16,906.80	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	273.60	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	225.14	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	25.30	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000
12/05/2003	12/05/2003	YR	0610	37.76	11/26/2003	0001		A		PAYROLL	MFWEBB	2110001000

To filter the report for fund, click the top of the fund column. It will then be highlighted in yellow. Click the filter icon.

ZOPENITEMAP sapeqs OVR



The pop-up box allows you to select a fund, range of funds, or multiple selection of funds. Type in your choices and click the green check.



Open item list for payment run

Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
01/26/2004	01/26/2004	RE	0610	29,280.00	01/26/2004	NT15				HSC6102	JAREID	2110001000
01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	NT00				HSC6101	DZHARRIS	2110001000
01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	0001				HSC6101	DZHARRIS	2110001000
01/29/2004	01/29/2004	KR	0610	25.00	01/29/2004	NT15				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	27.85	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	80.00	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/04/2004	02/04/2004	KR	0610	42,000.00	02/04/2004	NT15				HSC6101	PECOLE	2110003000
02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	NT15				HSC6101	TEST-MIR4	2110001000
02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	NT15				HSC6101	DZHARRIS	2110001000
10/10/2003	10/30/2003	RE	0610	16,254.08	10/30/2003	0001				HSC6102	E1WASHI...	2110001000
12/01/2003	12/01/2003	RE	0610	12,150.00	12/01/2003	NT15			R	HSC6101	JMSTAFF...	2110001000
12/01/2003	12/01/2003	RE	0610	28,350.00	12/01/2003	NT15			R	HSC6101	JMSTAFF...	2110001000
12/10/2003	12/10/2003	RE	0610	2,600.00	12/10/2003	NT30				HSC6101	PECOLE	2110001000
12/17/2003	12/18/2003	KR	0610	29.99	12/17/2003	NT30				HSC6101	TEST-FIO...	2110001000
12/18/2003	12/18/2003	KR	0610	999.99	12/18/2003	NT30				HSC6101	DZHARRIS	2110001000
01/22/2004	01/22/2004	KR	0610	50.00	01/22/2004	0001				HSC6101	TNTHOM...	2110001000

The report now only displays the selected fund. To filter it further by user name, click on the USNAM column.

Open item list for payment run

Open item list for payment run

Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
01/26/2004	01/26/2004	RE	0610	29,280.00	01/26/2004	NT15				HSC6102	JAREID	2110001000
01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	NT00				HSC6101	DZHARRIS	2110001000
01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	0001				HSC6101	DZHARRIS	2110001000
01/29/2004	01/29/2004	KR	0610	25.00	01/29/2004	NT15				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	27.85	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	80.00	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/04/2004	02/04/2004	KR	0610	42,000.00	02/04/2004	NT15				HSC6101	PECOLE	2110003000
02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	NT15				HSC6101	TEST-MIR4	2110001000
02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	NT15				HSC6101	DZHARRIS	2110001000
10/10/2003	10/30/2003	RE	0610	16,254.08	10/30/2003	0001				HSC6102	E1WASHI...	2110001000
12/01/2003	12/01/2003	RE	0610	12,150.00	12/01/2003	NT15			R	HSC6101	JMSTAFF...	2110001000
12/01/2003	12/01/2003	RE	0610	28,350.00	12/01/2003	NT15			R	HSC6101	JMSTAFF...	2110001000
12/10/2003	12/10/2003	RE	0610	2,600.00	12/10/2003	NT30				HSC6101	PECOLE	2110001000
12/17/2003	12/18/2003	KR	0610	29.99	12/17/2003	NT30				HSC6101	TEST-FI0...	2110001000
12/18/2003	12/18/2003	KR	0610	999.99	12/18/2003	NT30				HSC6101	DZHARRIS	2110001000
01/22/2004	01/22/2004	KR	0610	50.00	01/22/2004	0001				HSC6101	TNTHOM...	2110001000

The selected column is displayed in yellow. Click the filter icon again.



Determine values for filter criteria

Select.

Fund	HSC6101	to	HSC6102	➡
USNAM	DZHARRIS	to		➡

OK Cancel Help Print Close

The user name (or range or multiple selection of user names) can now be added to the filter.

Open item list for payment run

Open item list for payment run

Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	NT00				HSC6101	DZHARRIS	2110001000
01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	0001				HSC6101	DZHARRIS	2110001000
01/29/2004	01/29/2004	KR	0610	25.00	01/29/2004	NT15				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	27.85	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/02/2004	02/02/2004	Y1	0610	80.00	02/02/2004	0001				HSC6101	DZHARRIS	2110001000
02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	NT15				HSC6101	DZHARRIS	2110001000
12/18/2003	12/18/2003	KR	0610	999.99	12/18/2003	NT30				HSC6101	DZHARRIS	2110001000
12/10/2003	01/06/2004	RE	0610	1.97	12/10/2003	0001				HSC6101	DZHARRIS	2110001000
				1,563.25								

The filtered report now contains only the selected funds and selected user name.

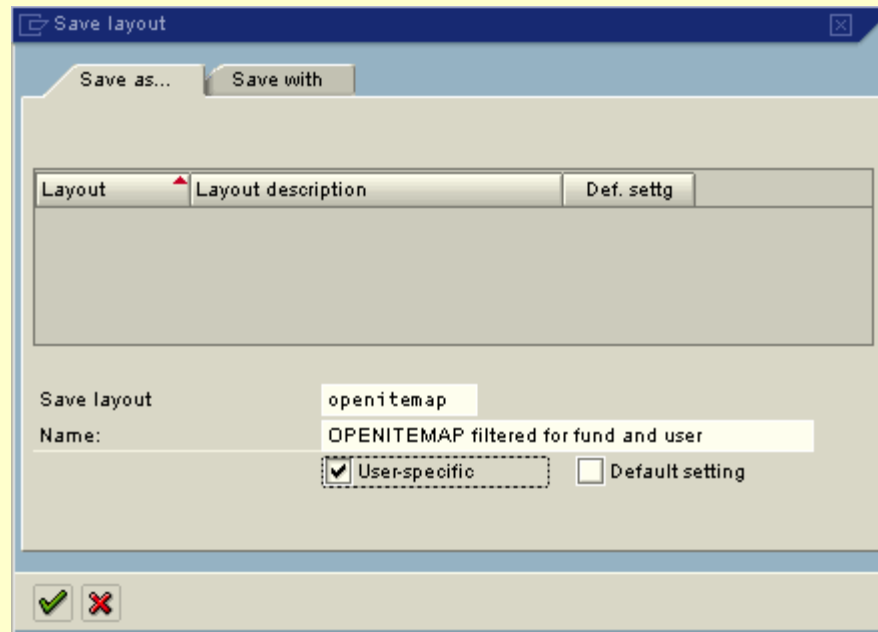
Open item list for payment run

Open item list for payment run

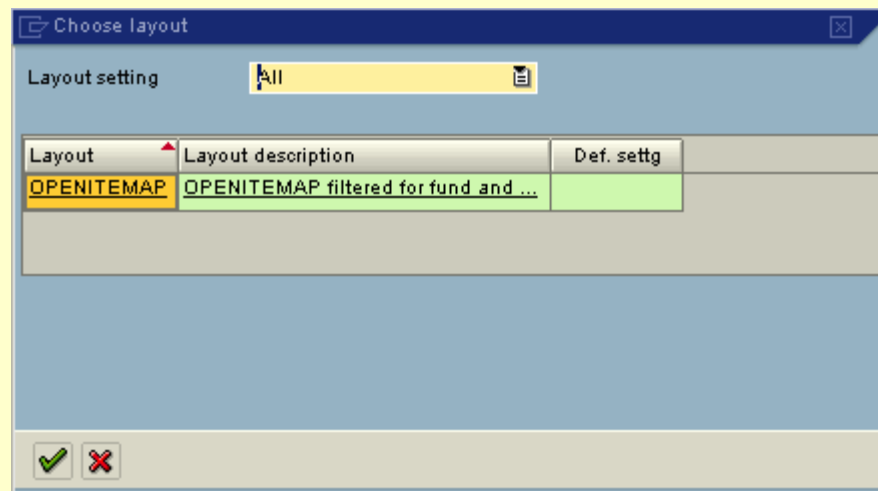
Year	Vendor	PM	Doc.no.	Itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date	P
2004	100006464	W	1000208586	001	10002085862004	01/26/2004	01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	N
2004	100000180	W	1000208587	001	10002085872004	01/26/2004	01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	00
2004	100006464		1000208591	001	10002085912004	01/29/2004	01/29/2004	01/29/2004	KR	0610	25.00	01/29/2004	N
2004	100000050	W	19915871	001	00199158712004	02/02/2004	02/02/2004	02/02/2004	Y1	0610	27.85	02/02/2004	00
2004	100000050	W	19915872	001	00199158722004	02/02/2004	02/02/2004	02/02/2004	Y1	0610	80.00	02/02/2004	00
2004	100104868	W	51364509	001	00513645082004	02/04/2004	02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	N
2004	100082953		1000208572	001	10002085722004	12/18/2003	12/18/2003	12/18/2003	KR	0610	999.99	12/18/2003	N
2004	100086333	W	51364497	001	00513644972004	12/10/2003	12/10/2003	01/06/2004	RE	0610	1.97	12/10/2003	00
											1,563.25		


To save the filters for re-use the next time you run the report, choose the save layout icon.





Give the layout a name and description and choose User specific.



The next time you run the report, select your saved layout by clicking the select layout icon  then choose your layout from the list and green check. The saved filters will be restored.

Open item list for payment run

Year	Vendor	PM	Doc.no.	Itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blind date	P
2004	100006464	W	1000208586	001	10002085862004	01/26/2004	01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004	N
2004	100000180	W	1000208587	001	10002085872004	01/26/2004	01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004	00
2004	100006464		1000208591	001	10002085912004	01/29/2004	01/29/2004	01/29/2004	KR	0610	25.00	01/29/2004	N
2004	100000050	W	19915871	001	00199158712004	02/02/2004	02/02/2004	02/02/2004	Y1	0610	27.85	02/02/2004	00
2004	100000050	W	19915872	001	00199158722004	02/02/2004	02/02/2004	02/02/2004	Y1	0610	80.00	02/02/2004	00
2004	100104868	W	51364509	001	00513645082004	02/04/2004	02/04/2004	02/04/2004	RE	0610	376.69	02/04/2004	N
2004	100082953		1000208572	001	10002085722004	12/18/2003	12/18/2003	12/18/2003	KR	0610	999.99	12/18/2003	N
2004	100086333	W	51364497	001	00513644972004	12/10/2003	12/10/2003	01/06/2004	RE	0610	1.97	12/10/2003	00
											1,563.25		

To delete the filter, click on the filter icon.

Layout copied ZOPENITEMAP sapeq OVR



Open item list for payment run

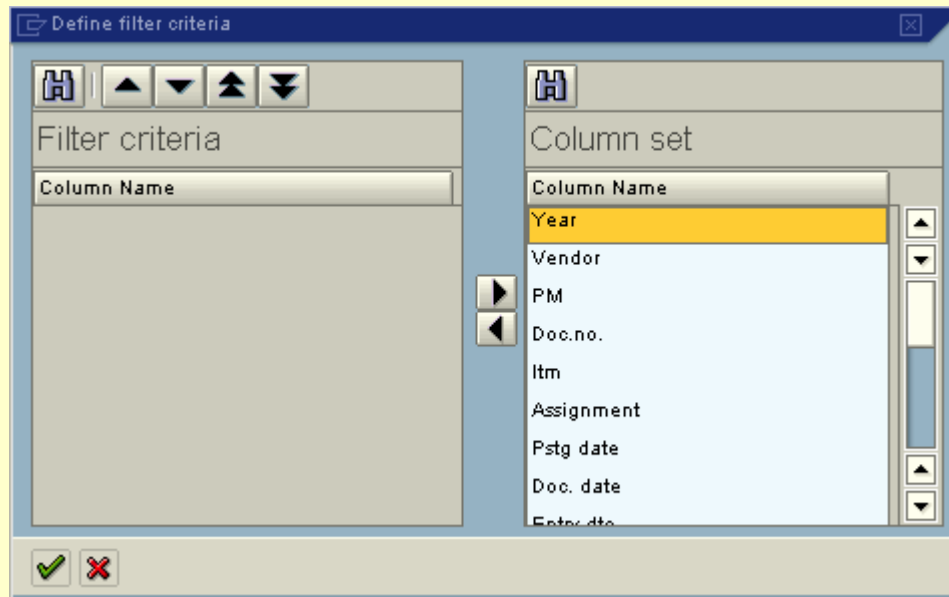
Define filter criteria

Column Name	Column Name
Fund	Year
USNAM	Vendor
	PM
	Doc.no.
	Itm
	Assignment
	Pstg date
	Doc. date
	Entry date

Entry dte	Doc. Type	BA	Σ Amount	Bline date	P
01/26/2004	KR	0610	36.75	01/26/2004	N
01/26/2004	KR	0610	15.00	01/26/2004	00
01/29/2004	KR	0610	25.00	01/29/2004	N
02/02/2004	Y1	0610	27.85	02/02/2004	00
02/02/2004	Y1	0610	80.00	02/02/2004	00
02/04/2004	RE	0610	376.69	02/04/2004	N
12/18/2003	KR	0610	999.99	12/18/2003	N
01/06/2004	RE	0610	1.97	12/10/2003	00
			1,563.25		

Delete the filter criteria by selecting it and clicking the right arrow.

Navigation bar: ZOPENITEMAP sapeqs OVR



This display shows the filter criteria deleted. Click the green check to go back to the report.

Open item list for payment run

Open item list for payment run

Year	Vendor	PM	Doc.no.	Itm	Assignment	Pstg date	Doc. date	Entry dte	Doc. Type	BA	Σ Amount	Blinc date
2004	100006464	W	1000208586	001	10002085862004	01/26/2004	01/26/2004	01/26/2004	KR	0610	36.75	01/26/2004
2004	100000180	W	1000208587	001	10002085872004	01/26/2004	01/26/2004	01/26/2004	KR	0610	15.00	01/26/2004
2004	B12	B	84070303	001	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	41.52	11/26/2003
2004	B2	B	84070303	002	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	902.98	11/26/2003
2004	B25	B	84070303	003	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	29,572.12	11/26/2003
2004	B282	B	84070303	004	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	1,119.29	11/26/2003
2004	B484	B	84070303	005	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	11,006.55	11/26/2003
2004	B485	B	84070303	006	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	3,864.46	11/26/2003
2004	B62	B	84070303	007	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	146.00	11/26/2003
2004	B722	B	84070303	008	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	9,899.05	11/26/2003
2004	B776	B	84070303	009	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	90,972.62	11/26/2003
2004	B777	B	84070303	010	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	16,906.80	11/26/2003
2004	B10	Q	84070303	011	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	273.60	11/26/2003
2004	B128	Q	84070303	012	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	225.14	11/26/2003
2004	B133	Q	84070303	013	00840703032004	12/05/2003	12/05/2003	12/05/2003	YR	0610	25.30	11/26/2003
2004	B139	Q									37.76	11/26/2003
2004	B15	Q									43.32	11/26/2003

The report display is restored to display the entire report.

ZOPENITEMAP sapeqs OVR